

Statewide Transfer List Applicants

Instructions to request placement on a Statewide Transfer List:

The purpose of this area of Freenames is to request to place your name on a Statewide Transfer list for your current job class in which you hold permanent status.

Eligibility

You **must** be a **current state employee** with **permanent status**.

You **must know** your **official job class title**.

- You can contact your Human Resources representative
or
- Look at your paycheck for this information

If your job class has multiple job codes because it has different hourly equivalents, you must select each individual box in order to place your name on those lists.

Example: If you are an Information Technology Analyst 1, check the boxes next to the following job classes/codes:

- 7603EU – Information Technology Analyst 1 (35 Hour)
- 7603FD – Information Technology Analyst 1 (40 Hour)

Notes

- There are no mandatory rights associated with placement on a Statewide Transfer List through this process.
- The State of Connecticut is not required to offer the positions to individuals who place their names on a statewide transfer list through this process.
- Placement on the statewide transfer list allows you to be considered for positions matching your current job class, which you hold permanent status.
- **Caution: Do not use the Statewide Transfer List process to place your name on a mandatory rights transfer list.** If you wish to place your name on a mandatory rights transfer list, contact your Human Resources Representative

Instructions

1. In your browser type: **<https://jobapscloud.com/ct>**.
2. Under **Application Template**, select the **Freenames** link.
3. Within the Freenames page, under the **STATEWIDE TRANSFERS** category, click the radio button for **Statewide Transfers**.
4. Click **Start Application**.

5. Select the box next to the job class for which you hold permanent status and associated pay plans. **Note:** DO NOT use the Search bar to select classes when completing a Freenames Application. Doing so unchecks any classes you have already selected.
6. Scroll to the top of the page and click **Add All Checked Classes to My SWTRAN Application**.
7. Under **Terms of Use Agreement**, select **I agree with the above terms of use** checkbox located in the grey box.
8. Review and take action on the following:

If	Then	Result
You have registered previously	Click I have Registered Previously then enter your JobAps User Id and Password and click Retrieve Application to select an Application Template or a Submitted Application to copy.	A Freenames Application auto-populates. You will be required to complete all areas with a red* .
You have not registered previously	Click I am a New User and follow the instructions to establish a JobAps Account.	A Freenames Application launches. You will be required to complete all areas with a red* .

9. This will direct you to the **Profile** tab of your Freenames Application. Any information displaying here auto-populated from previous submissions you have made in JobAps.
10. Complete **each tab** of the application and at the bottom of each page, click **Save & Continue**. Boxes with a **red*** are **required fields**.
11. On the **Other** tab, under **Required Additional Materials**, click on the box **n/a**. Click **Save & Continue**.
12. On the **Review** tab, carefully examine the information you have entered and if it is correct, click **Ready to Send App**.
13. When your application is complete click the **Submit** tab, certify the statements by clicking the box in the upper left hand corner, then click **Submit to State of Connecticut**.
14. A pop-up confirmation displays instructing you to add the accepted address to avoid any email notifications being blocked or filtered to a spam folder. Click **Ok**.
15. A **Confirmation of Employment Application Submission** page displays with the title(s) of the Freenames Statewide Transfer List Application(s) submitted.

Note: If you forget to select a job class, finish submission of the application you are working on and start a new application with any missed job classes following the above instructions.

What's Next?

By submitting this application and upon approval by DAS, Statewide Human Resources Management (SHRM), your name will automatically be placed on certified recruitment list(s) matching the job title and associated pay plans for which you hold permanent status, the selected location(s), shift and type(s) of employment for a period of two (2) years from the date you complete a Freenames Statewide Transfer application.

You will receive an email notification from DAS SHRM to let you know whether or not DAS SHRM has approved your application.

If your application has not been approved, your name will not be placed on recruitment list(s) and you must apply individually to recruitments in which you are interested and qualified.